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Inspection and Security Office

I Introduction

II Personnel Security

A. Special Security Division

1. Personnel investigations
2. Appraisal of covert investigations
3. [REDACTED]
4. Control and follow-up of investigation progress

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B. Security Division

1. Appraisal of investigations of overt and semi-covert personnel and their security clearance
2. Furnishing of security checks and guidance for overt and semi-covert operations
3. Responsibility of physical security of Agency
4. Liaison with other agencies desiring personnel information of CIA

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6. Clearance of Top Secret Control Officers, classified contractors and their personnel
7. Review of Personnel transfers between offices of CIA

III Physical Security

A. Functions

1. Safeguarding all classified information and matter in the custody and control of the entire Agency, its installations and personnel, within the continental US
2. Developing security in the thinking and actions of the individual employee

IV Audits (removed from I&S in 1951 and became an independent unit under the CIA Auditor reporting directly to the DD/A)

V Inspections

A. Functions

1. Make regular fiscal and property audits
2. Make continuous inspections of CIA property, equipment and supplies, and the procurement program

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2.

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3. Perform special inspections of matters in CIA where special security problems exist
4. Support operations with security guidance as required

VI Security Control

A. Functions

1. Formulates the security policies of the Agency to provide for the safeguarding of classified information and the security of intelligence
2. Prescribes the CIA security policies relating to the collection and dissemination of classified material, and the liaison relations with Federal departments and agencies and foreign governments

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VIII Other Activities

IX Problems

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20 March 1952

## HISTORY OF INSPECTION AND SECURITY OFFICE

### A. INTRODUCTION

1. The functions of I&SO and its responsibilities have undergone vast changes along with a large growth in the workload and size of the office during the past six years. The greatest changes, perhaps, have occurred in the locations where the responsibility for personnel investigations has been placed, and in the increased functions and responsibilities which have been added to the mission of I&SO.
2. Personnel security and physical security were practically the only responsibility of this office when Central Intelligence Group was established in 1946. Since then the functions of Inspections, Security Control, and Alien Affairs, among others, have been added. The changes and growth of I&SO are described below.

### B. PERSONNEL SECURITY

1. The functions of personnel security are now centered principally in the SPECIAL SECURITY DIVISION and the SECURITY DIVISION.

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such reviews are furnished the operational office concerned.

- b. The SECURITY DIVISION is responsible for the appraisal of the investigations of overt and semi-covert personnel and their security clearances, and the furnishing of security checks and guidance for overt and semi-covert operations. It is also charged with the responsibility of physical security of the Agency, which is described below in greater detail. Among other responsibilities of this division is the liaison with other agencies desiring personnel information of CIA;

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[REDACTED]

of Operations; clearance of Top Secret Control Officers, classified contractors and their personnel; and the review of personnel transfers between offices of CIA.

2. Security operations were started in the Central Intelligence Group in the early part of 1946 by a CIG Security Division under the Executive for Personnel and Administration. Its personnel totaled about three or four persons and its activities consisted principally of physical security guidance for the CIG office, located in the then New War De-

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partment building; processing CIG applications to the Strategic Services Unit for investigation; and fingerprinting and issuing identification badges to new CIG appointees. This CIG Security Division existed as a separate security operation from that being operated by the Strategic Services Unit for the first several months during 1946, although the latter organization, as noted above, performed the investigations for CIG personnel. During 1946 the CIG Security Division grew to about 10 persons and the Strategic Services Security unit comprised about 17 persons, [REDACTED] 25X1A

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[REDACTED] In November 1946, the security operations of CIG and Strategic Services Unit were combined under the Chief, Security Division, CIG, but were divided into two basic sub divisions, one being concerned with security operations of the Office of Special Operations, and the other being responsible for security of the remainder of CIG. At about this same time an agreement was entered into with the FBI for that bureau to conduct investigations of overt personnel applicants. During this period security policy control matters were

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the responsibility of a unit in the Office of Collection and Dissemination.

3. About the middle part of 1947, the responsibility for physical and personnel security in CIA was established under an Executive for Inspection and Security, except that OSO personnel security matters were handled separately under the guidance of OSO.
4. In the fall of 1947, responsibility for overt cases of OSO was transferred to the Executive for I&S, but OSO continued to guide the covert cases.
5. In January 1948, the FBI ceased conducting personnel investigations for CIA, and the Executive for I&S was faced with the problem of assuming this task. The Employee Investigative Branch was established in I&S; [REDACTED]  
[REDACTED]  
[REDACTED] and the job of overt personnel investigations was taken over by I&S during the middle of 1948. Later in that year the unit in OSO which handled investigation of covert cases was transferred physically into and under the jurisdiction of the Executive for I&S

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and the personnel so transferred were designated as the Research Branch of I&S.

6. In December 1948, arrangements were made for the FBI to again investi-

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Branch were closed. FBI investigations commenced in January 1949 and

continued until December 1950, when that bureau again withdrew its

services from the CIA investigation program and I&S again undertook

all CIA personnel investigations. In order to accomplish this added

task, the Special Security Division which had about [redacted] special agent

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investigators in its Research Branch, with a case load of about 114 per

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month, was expanded in about 3 months to about [redacted] special agents to

handle the additional workload of making all personnel investigations,

which increased rapidly to about 350 cases per month. This function

has been retained in I&S to date, [redacted]

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[redacted] and resident

[redacted] 5X1A5a1



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[REDACTED]

By the end of September 1951 the case load had grown to about 770 per month, plus 941 name checks, and investigator personnel had been increased to [REDACTED]. By November 1951 there were [REDACTED] investigators and cases completed had reached 888 per month. In December the total number of investigators had reached [REDACTED]. The functions of Special Security Division also include conducting inquiries within the Agency. For reasons of security, economy and harmony such inquiries can best be handled at a staff level. These inquiries may be portions of field investigations as a complement thereto or special assignments not actually involving field operations. It also conducts investigations and inquiries as a service to and in support of the rest of the Inspection and Security Office, principally in Government agencies but not necessarily limited thereto. A great bulk of the work includes name checks at Records Integration Service (RIS/OSO), OSS Archives, Cable Unit, and Communications Division, and the conduct of all interviews within the Agency for the purpose of fully exploiting information developed from such sources.

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7. During all of this time the functions of appraisal and clearance of CIA overt and semi-covert personnel have remained in Inspection and Security, and for the most part within the Security Division.

8. There has been little change in the policy towards applicants.

The Agency policy is set forth currently in Regulation [REDACTED] which has varied only slightly from its predecessors, Administrative

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[REDACTED]

acceptable applicant to be native-born. Later revision of policy established a requirement that an acceptable applicant have been a citizen for five years. There has been no relaxation in the application of the qualifications for employment set forth in what is now Regulation [REDACTED]

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C. PHYSICAL SECURITY

1. As mentioned before the Security Division is also charged with the responsibility for physical security, which includes the safe-guarding of all classified information and matter in the custody and

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control of the entire Agency, its installations and personnel, within the continental United States. In general, this entails the protection of classified information from loss, theft or compromise, either by inadvertence or by deliberate intent; the safeguarding of the installations against penetration by unauthorized persons, fire or natural disaster; and the general protection of the personnel.

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2. The scope of activities extends to some [REDACTED] overt and covert installa-

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tions [REDACTED] The classified material in the custody of the Agency is of such volume as to require over 4,000 safes and vaults for its proper storage.

3. One of the most important objectives is that of developing security in the thinking and actions of the individual. The principal method of impressing the need for security, upon employees and other persons attached to the Agency, is a rather exhaustive treatment of the subject in the Security Indoctrination Classes given to such persons at the time they enter on duty. In addition, the investigators and other members of the division who have continuing and extensive relationships with individual employees, office heads and the Security Officers of

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the Agency carry on a relentless campaign of developing security awareness, sound security habits and practices, and an understanding of the great need for all elements of security in an organization of this type. Security posters, although of limited value as an effective security medium, are also employed to a certain extent. A selective re-indoctrination program, and a continuation and possibly intensification of the present methods are contemplated for the future development of greater security understanding and effectiveness among all members of CIA.

4. Many of the activities do not lend themselves to statistical treatment. Among these may be mentioned the almost constant security educational program conducted by the various members of the Security Division among groups and individual members of CIA; complicated investigations; surveillances; major surveys; organizing and developing security programs for large-scale covert projects; the countless discussions with the Security Officers and operating personnel of the Agency to resolve security prob-

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lems of a wide variety requiring individual treatment; research in the fields of electronics, safekeeping containers and locks of various types, alarm systems, incinerators, mechanical document shredding machines, etc. Studies are conducted for purposes of improving the Agency's security methods and procedures.

5. Some of the measurable units of work accomplished during the period 1946 through 1951 are given hereinafter. In some cases the activities treated were inaugurated subsequent to 1946. In other cases no organized statistics were maintained until after the first reporting year of this report.

D. AUDITS

1. The audit function, which was set up in 1947 as a branch of the Inspection and Audit Division, became a division of I&S in 1948, and later in 1951 it was removed from I&S and became an independent unit under the CIA Auditor, reporting directly to the DD/A.

E. INSPECTIONS

1. The original concept of the Inspection Division was similar to that of an "Inspector General" to perform inspections as directed

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by the Director of Central Intelligence; make regular fiscal and property audits; and make continuous inspections of CIA property, equipment and supplies, and the procurement program. Also included in the original concept of the responsibilities of the Inspection Division were the functions of continuously ascertaining the effectiveness of CIA collection and production operations, and other CIA central operations, through contact with using agencies. This last-mentioned function was never implemented and was withdrawn as a responsibility of I&S in 1948.

2. The concept of the Inspection Division has more recently been that of an inspection staff to perform special inspections or investigations of matters in CIA where special security problems exist; to support operations with security guidance as required; to make continuing security inspections of selected activities as directed; to perform special services as directed; and to serve as the "Inspector General" within I&SO for the Security Officer, CIA.

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3. The Inspection Division has performed 6 major inspections or other activities in foreign countries during the past 4 years. During its existence this division has performed numerous regular and special inspections and services in the United States. Among the more important special services which it has performed are:

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- b. Planning and supervising a course of indoctrination and training for investigator and security officer recruits in 1951, during which time six 3-week courses were conducted.
- c. The continuing supervision of security aspects of classified contract procurement, including the inspection of contractor facilities and monitoring the security clearance of their personnel.

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F. SECURITY CONTROL

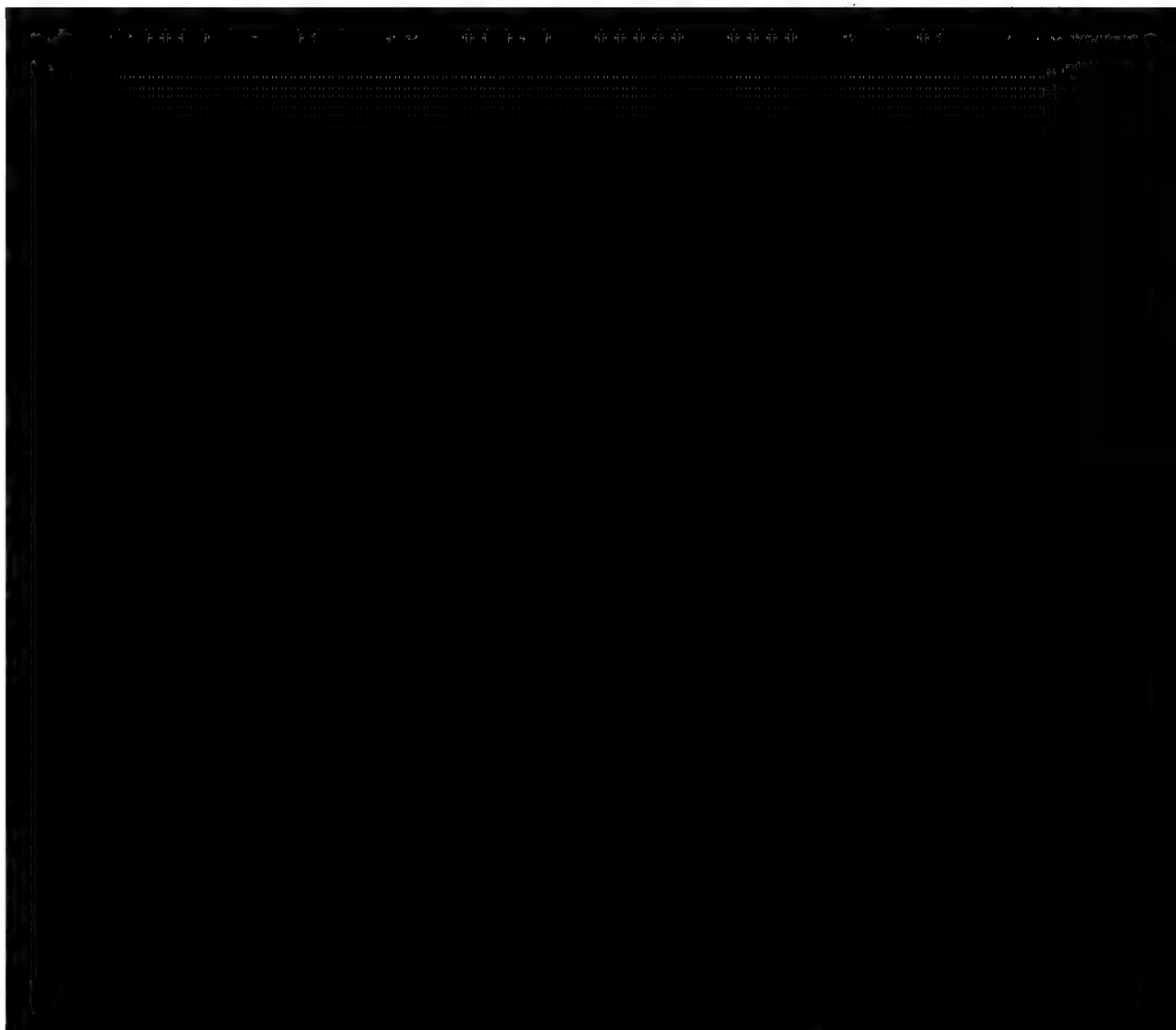
1. In June 1947, the Security Control Staff was established in the Inspection and Security Office. Prior to that time some of its functions were handled on an interim basis by the Office of Collection and Dissemination, as has been mentioned before.
2. This Staff formulates the security policies of the Agency to provide for the safeguarding of classified information and the security of intelligence. It prescribes the CIA security policies relating to the collection and dissemination of classified material, and the liaison relations with Federal departments and agencies and foreign governments. Members of this office have represented CIA at three international conferences held in foreign countries. It provides security guidance for various external research projects dealing with intelligence products. In addition, it approves, from a security standpoint, various personal activities of CIA employees such as publication of manuscripts, speeches, outside employment, etc.



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3. The work load of the Staff has increased in direct relation to the growth of CIA personnel and CIA activities. As an illustration, in 1949 approximately 150 requests for clearance of personal activities (speeches, lectures, etc.) were processed, while in 1951 approximately 1,000 such clearances were handled.

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efficiently and effectively with a personnel of five persons and has already justified its existence with its counter-intelligence operations.

3. In January 1952 the position of Executive Officer was established in order to assist the Security Officer, CIA in the administration of I&SO. The functions of this position are the usual ones of an Executive Officer. Its establishment was found necessary due to the great increases of functions and work load that have taken place in the last year.
4. At the time that the Special Security Division was augmented in 1951 to handle the big personnel investigative job caused by FBI relinquishing this function, a separate administrative unit was established within this division to expedite its recruitment of investigators and give them adequate administrative support in the field. In 1952, after the field organization had become relatively stabilized, this separate administrative unit was combined with the regular administrative staff of I&SO and it was

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established as the Administration and Training Staff, with a mission for centralized intensive administrative support of all I&SO functions, and a constructive program of comprehensive training of employees within I&SO and coordination with other CIA training activities for participation by I&SO personnel.

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I. STATISTICS

1. The growth of IASO is shown by the following figures of personnel on duty in this office as of:

31 December 1946

31 December 1947

31 December 1948

31 December 1949

31 December 1950

31 December 1951

x - Figures not available


2. The growth in workload of IAS can best be shown through statistics concerned with those operations which lend themselves to such a presentation. Most of the statistics given below are limited to overt and semi-covert cases due to the fact that covert cases by their very nature must be handled through other than normal channels, and the keeping of statistics on covert cases was not centralized until 1951. However, at least 40 per cent of the workload of the investigative function of IASO is made up of covert cases.

The following data, where obtainable, are self-explanatory:

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**SECURITY INFORMATION**

a. Number of persons cleared:


	<u>Applicants</u>	<u>Outside</u> <u>Contacts</u>	<u>Classified</u> <u>Contracts</u>	<u>Total</u>
1946	x	x	x	x
1947	xx	xx	x	x
1948				
1949				
1950				
1951				

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x - Figures not available

xx - Figures incomplete

b. Applicants rejected for security reasons:

1946	x
1947	xx
1948	
1949	
1950	
1951	

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x - Figures not available

xx - Figures incomplete

c. Relative percentage of overt applicants' security disapprovals to total cases completely processed:

	<u>Per Cent</u>
1946	x
1947	xx
1948	7.9
1949	6.1
1950	7.2

x - Figures not available

xx - Figures incomplete

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## SECURITY INFORMATION

d. Cases in process as of:

	<u>Overt</u>	<u>Covert</u>	<u>Total</u>
31 December 1946	x	x	x
31 December 1947	361	x	x
31 December 1948	638	x	x
31 December 1949	537	x	x
31 December 1950	730	x	x
31 December 1951	2446	1510	3956

x - Figures not available

e. Processing Time:(1) Average time in days required for full clearances:

	<u>Field Investigations</u>	<u>Office Appraisal</u>	<u>Total Days</u>
1948	116	22	168
1949	70	14	84
1950	78	18	96
1951	66	16	82

## (2) The average time required for a provisional clearance

for unclassified duties is one week from the date of receipt of the case from Personnel. This time has not changed noticeably.

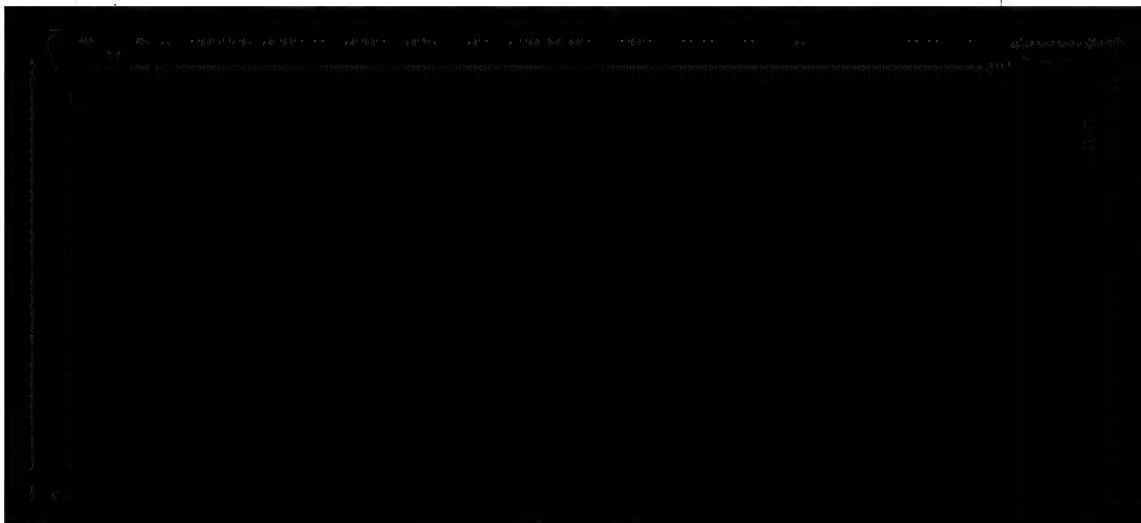
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- f. Ten foreign inspections or official trips on other activities have been made by representatives of I&S since 1946.

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- h. Growth of CIA guard group (CIA assumed control and supervision of guard force April 1949):

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No. of Guards

1946  
1947  
1948  
1949  
1950  
1951





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i. Security violations charged:

1946	x
1947	84
1948	203
1949	150
1950	205
1951	338

x - Figures not available

j. Persons processed for identification and passes issued:

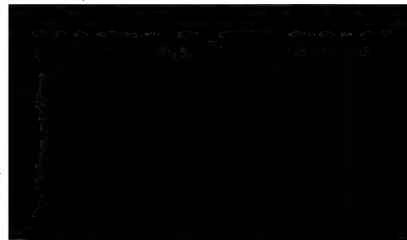
	<u>Persons Processed</u>	<u>Badges Issued</u>
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1948

1949

1950

1951



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k. Visitors processed through Security receptionists:

1946	49,817
1947	52,980
1948	59,957
1949	64,730
1950	62,004
1951	<u>111,976</u>
Total	401,464

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1. Technical Security Inspections:

1948

1949

1950

1951



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m. After-hour security inspections by Night Security Officers:

1948 740

1949 516

1950 622

1951 589

The decrease is due to increased other night duties and increased dispersal of buildings.

n. Security indoctrination classes held:

Classes

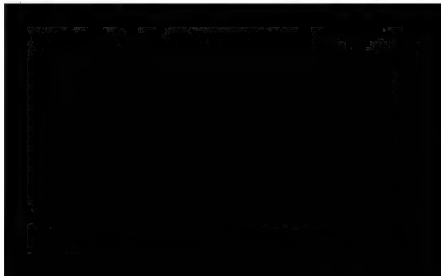
Attendance

1948

1949

1950

1951



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o. Firearms Training Program:

	<u>Sessions</u>	<u>Persons Trained</u>
1949	125	15
1950	197	33
1951	499	47

p. Safe repairs and combination changes:

	<u>Repairs</u>	<u>Combination Changes</u>
1948	669	2,612
1949	1041	3,222
1950	2902	5,511
1951	3720	6,481

q. Classified waste collected and destroyed under security supervision:

1948	50,360 lbs.
1949	386,300 lbs.
1950	610,800 lbs.
1951	787,200 lbs.

J. ORGANIZATION

1. The attached charts show graphically the organizational changes which I&SO has undergone from 1947 to 1952.